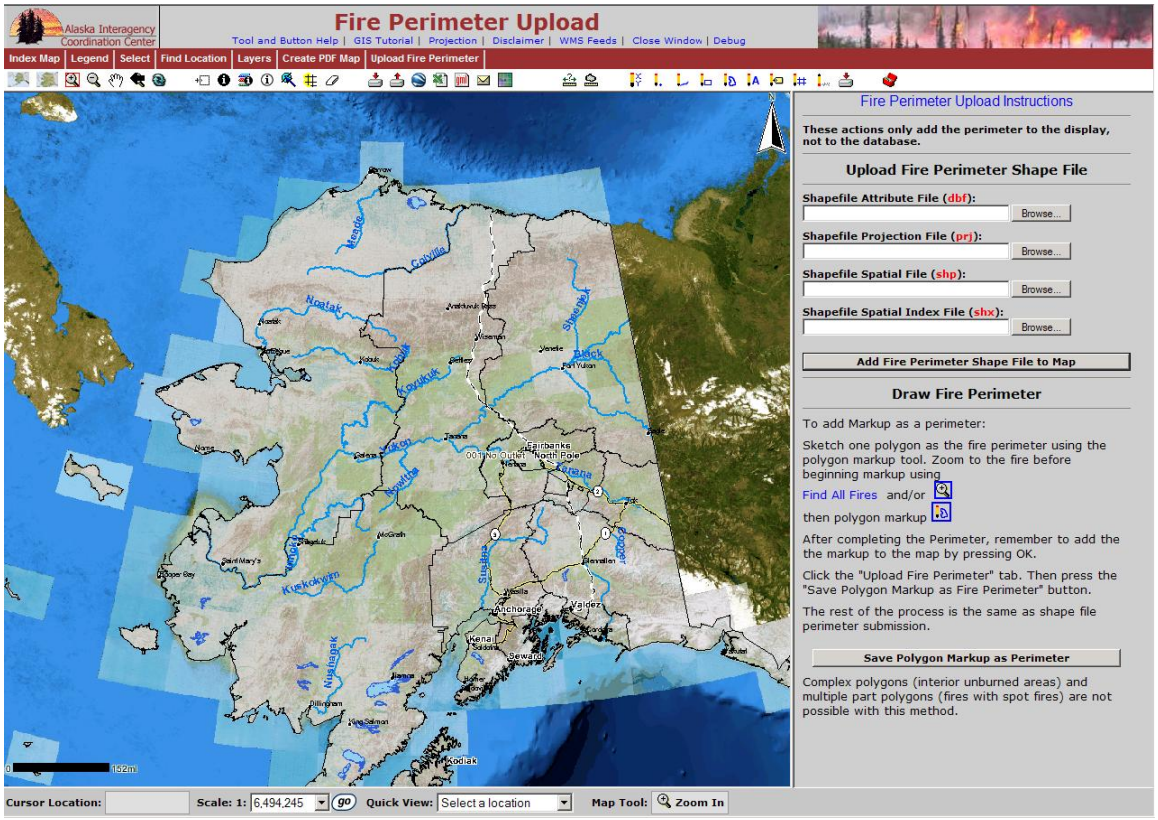
2011
Fire Season

GIS
Fire Perimeter
Upload Instructions

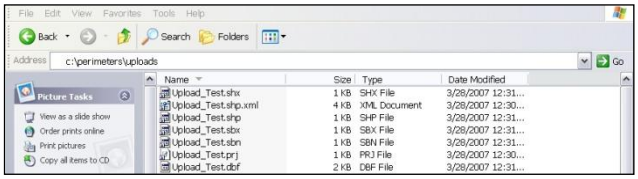


FIRE PERIMETER UPLOAD PROCESS

GENERAL STEPS TO UPLOAD FIRE PERIMETERS

1. Establish a login account with AICC GIS group.
2. Know where the shapefile is stored on your computer or be prepared to draw the perimeter on the mapping site.
3. Login to the fire perimeter upload site.
4. Add your shape file to the perimeter upload form or draw the fire perimeter.
5. Review your shape file or drawn fire perimeter on the map to ensure data quality.
6. Assign your perimeter to a fire record.
7. Provide perimeter collection date and time, and optional collection information.
8. Submit your perimeter to the upload site.
9. After AICC processes your shape file it will become viewable to the public on the AICC Fire information web-site within 24 hours.

The first three steps apply no matter how you are submitting a fire perimeter.

1.	Only AWFCG cooperating agencies may upload fire perimeters to the upload site. If you represent an AWFCG agency, and do not already have a login, contact one of the AICC Perimeter Upload Site Support Contacts listed at the right.	Fire Perimeter Upload Site Support Contacts: • Gary Schmunk (IT Specialist) Phone: (907) 356-5593 E-Mail: gschmunk@blm.gov • Hilary Rigby (GIS Specialist) Phone: (907) 356-5587 E-Mail: hrigby@blm.gov
2.	Know where the shapefile is stored on your computer or be prepared to draw the perimeter on the mapping site. **The fire perimeter must be a full perimeter. Please do not submit partial fire perimeters.**	
3.	Use a web browser and go to the AICC Perimeter Upload Site. A login prompt like the one shown should prompt you for a user name and a password.	

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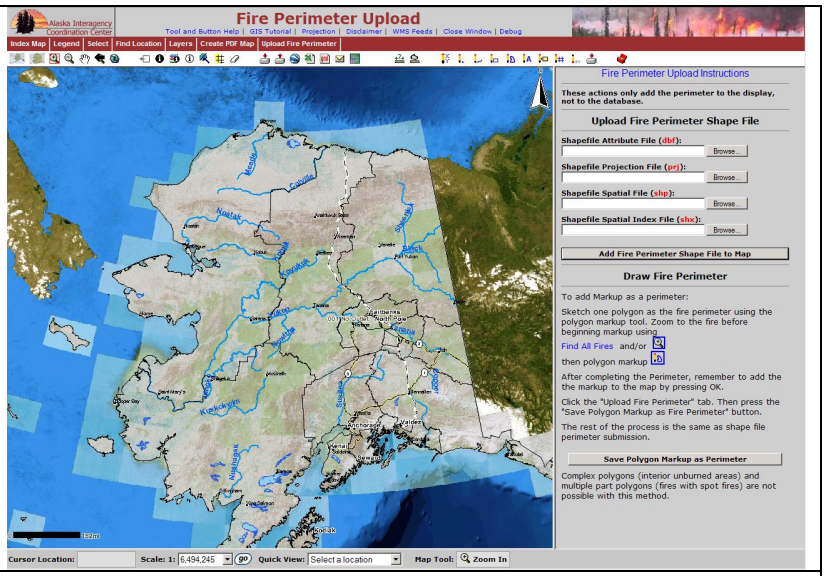
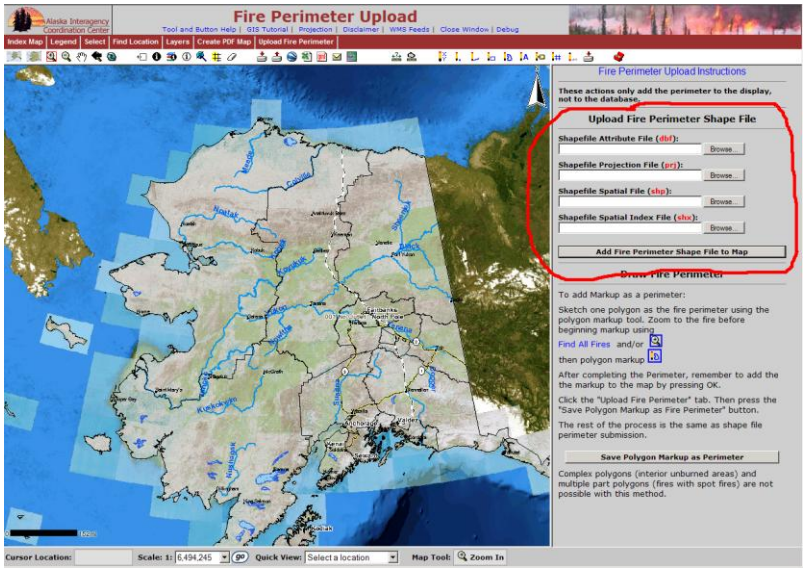
4.	If you are submitting a previously generated shapefile then perform steps 5 and 6. If you intend to draw the fire perimeter then proceed to step 7.	
5.	Browse to the shape file you are submitting and attach all the associated files requested on the form (.dbf, .prj, .shp and .shx).	

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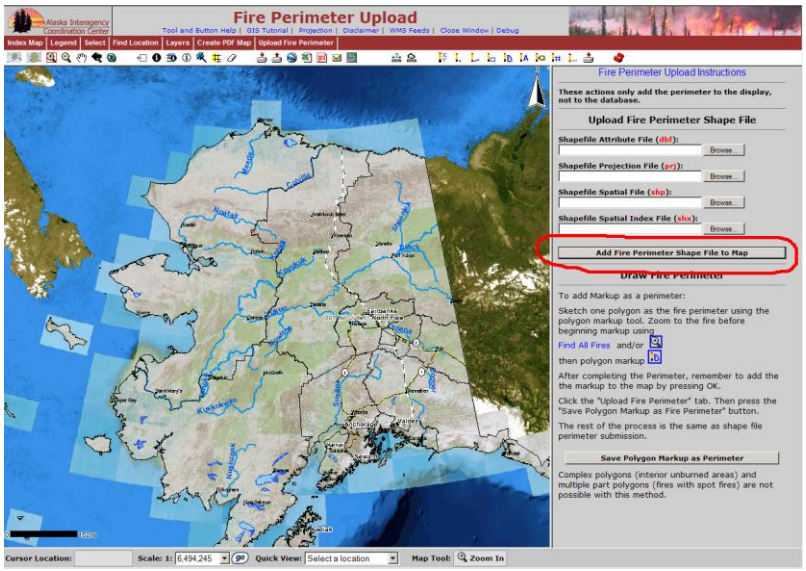
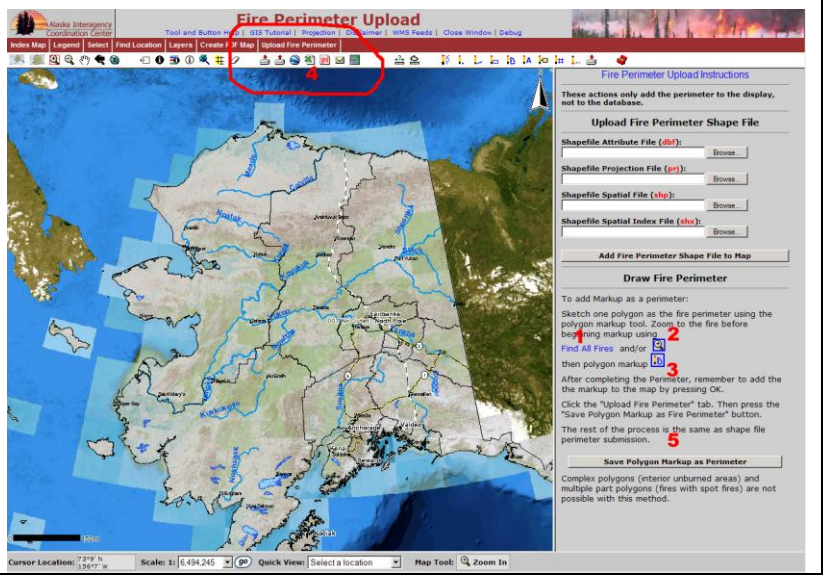
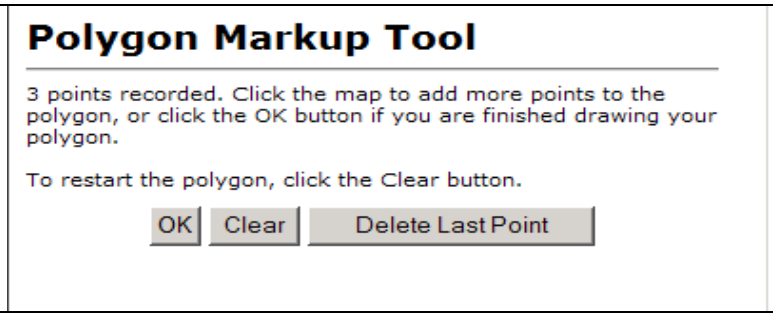
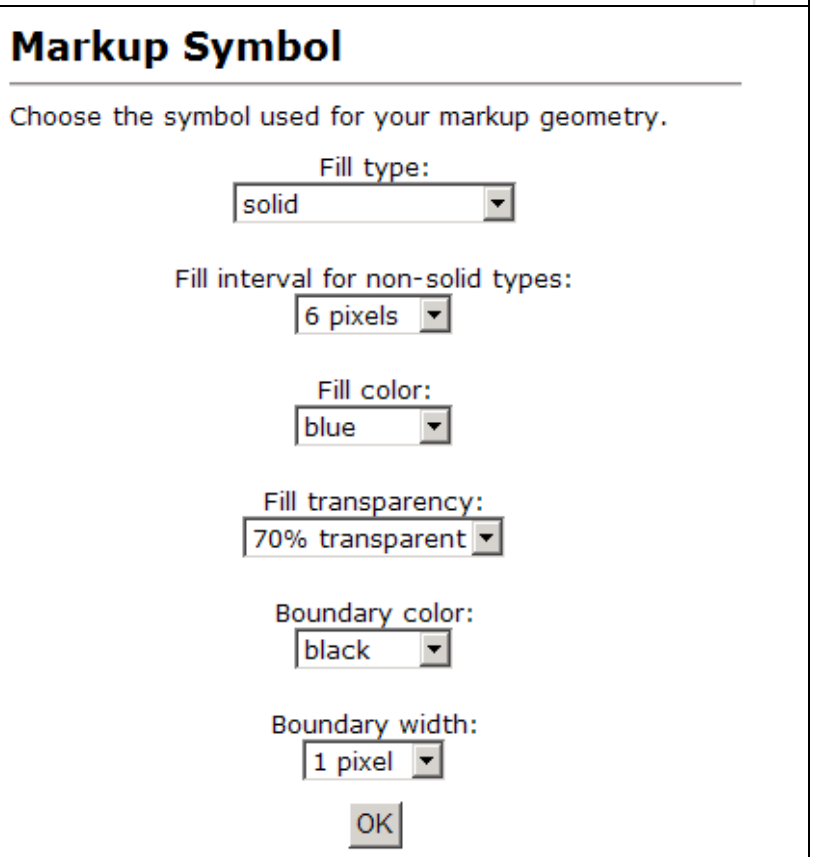
6.	Press "Add Fire Perimeter Shape File to Map" to view the perimeter on a map. **Note: Pressing the "Add Fire Perimeter Shape File to Map" button does not submit it to the site. Submitting the perimeter to the site will occur only when the "Submit Fire Perimeter" button is pressed (in step 19).** If the shape file has more than one polygon or is not a polygon file an error will be displayed. If file types are incorrect, or if they do not match the shape file base name, an error message will be displayed. If this happens, select the correct file(s) and press "Add Fire Perimeter Shape File to Map" button again. Proceed to step 11.	
7.	In order to successfully draw a fire perimeter you must zoom the map to a size appropriate for drawing the complete fire perimeter. You can do this with the Find All Fires (1) tool or the Zoom tool (2). Draw the Fire Perimeter using the Polygon Markup (3) tool.	

8.	After drawing the fire perimeter, remember to press the OK button to save the markup. The OK and edit control buttons won't appear until the first point is marked on the Fire Perimeter.	
9.	Select how the markup will be displayed on the map. The default values work fine. Press the OK button in this screen.	

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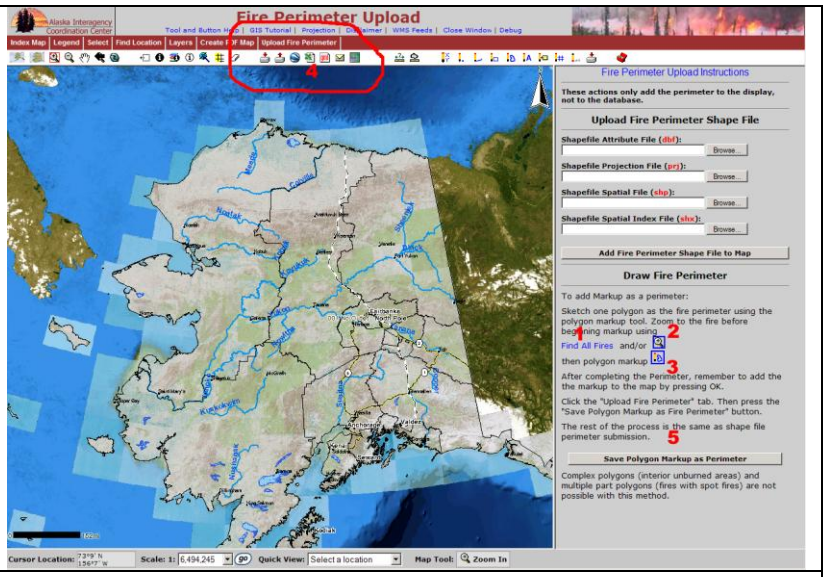
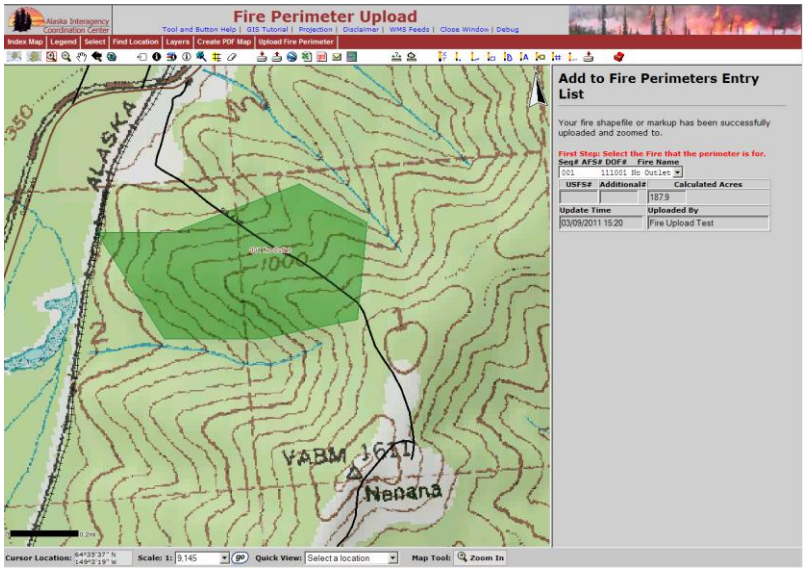
10.	Click the Upload Fire Perimeter tab (4). Then press the Save Polygon Markup as Perimeter Button (5). Proceed to step 11.	
11.	If the shape file was successfully added in step 5 and 6 or the drawing is completed in steps 7, 8, 9, and 10 the map extent will automatically zoom to the fire perimeter area. Visually inspect the map details and confirm the perimeter is the one you want to upload. Proceed to step 12.	

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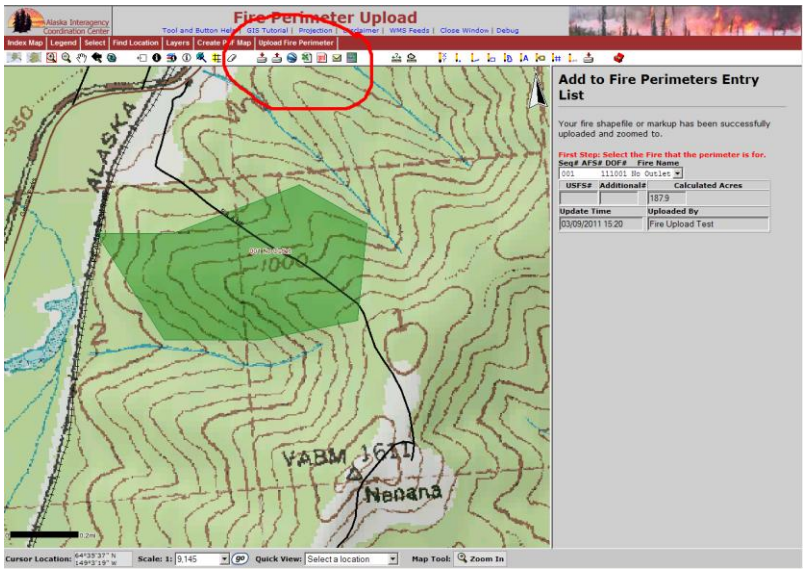
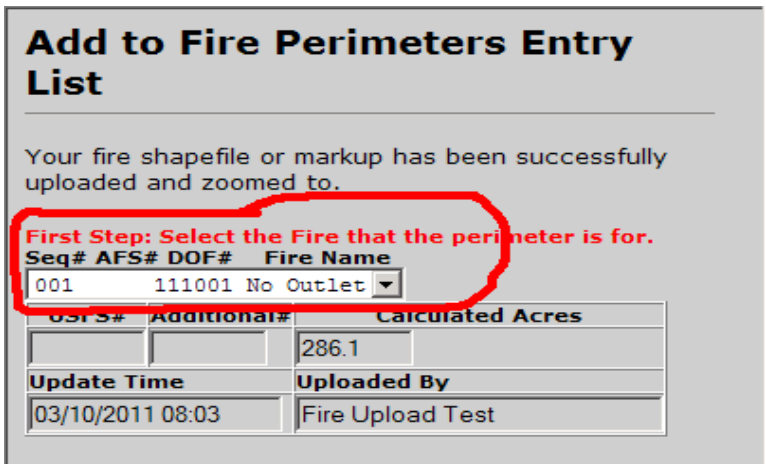
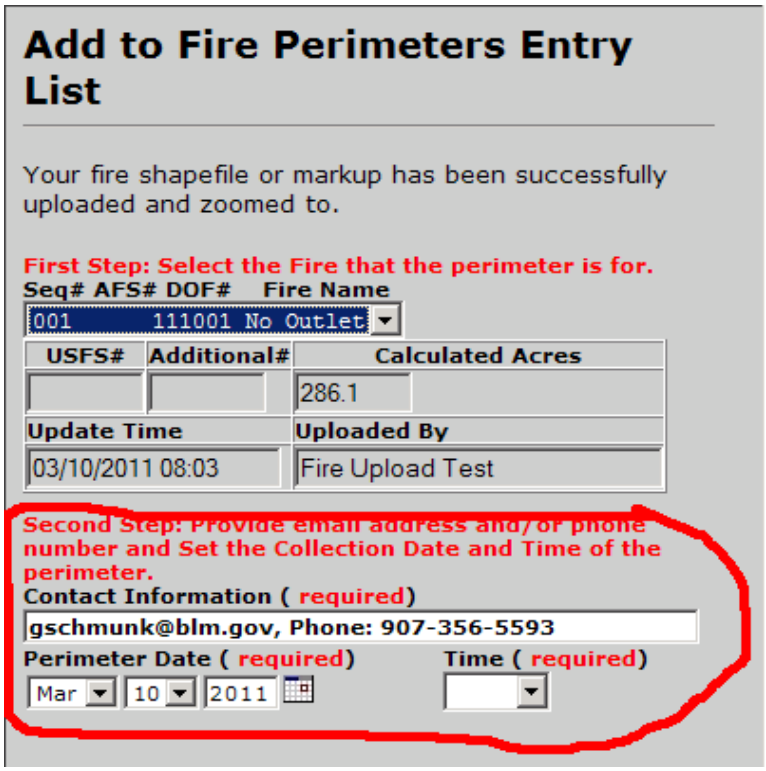
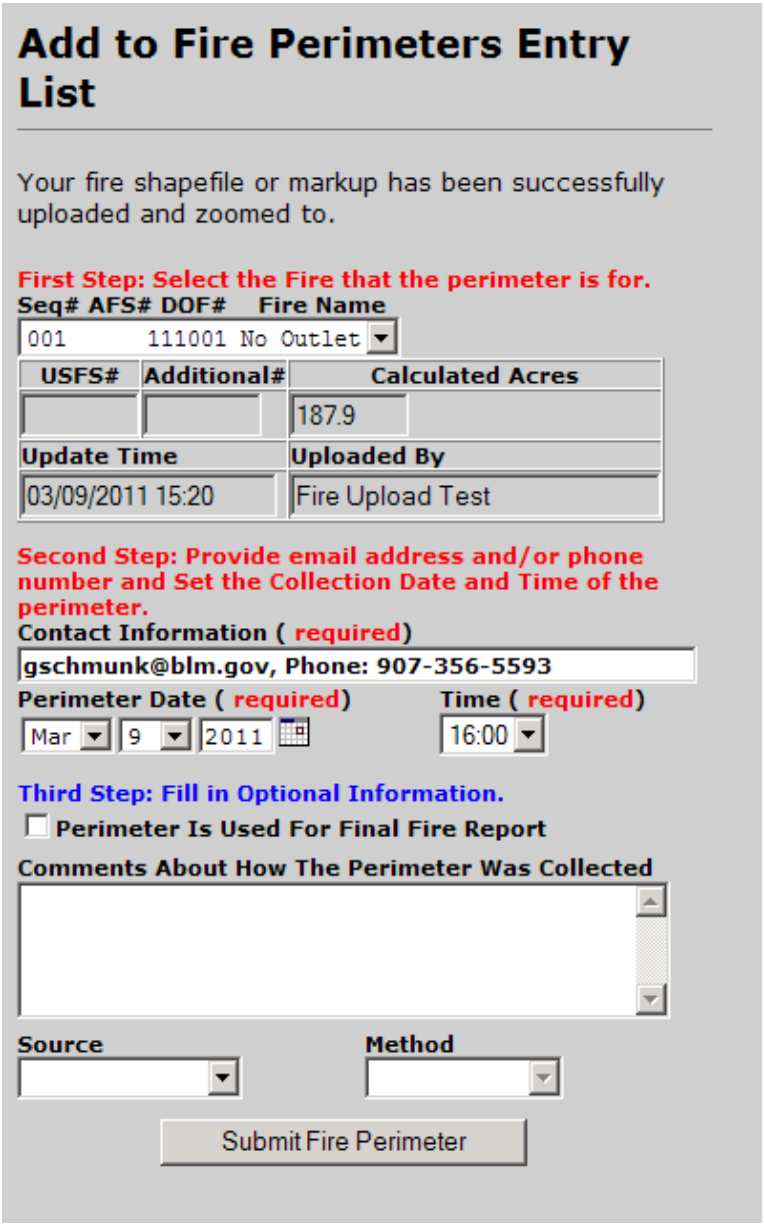
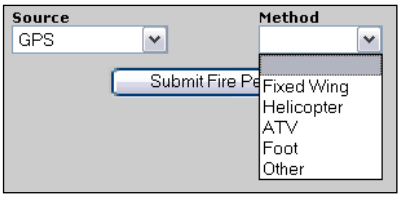
12.	If the perimeter is not correct, use the "Upload Fire Perimeter" tab to go back to the "Upload Fire Perimeter" page (step 4 or 7 above) and add the correct shape file or redraw the fire perimeter. At this point in the process the uploaded or drawn perimeter has been added to the map as a shape file. The display of the loaded fire perimeter can be turned off from the Layers tab if you wish to start again.	
13.	If the perimeter is correct, the next step is assign the fire perimeter to a fire. Select the correct fire from the drop-down list in the area to the right of the map. Once a fire has been selected, the form will expand to include more fillable fields.	

14.	Provide Contact Information and the Date/Time the perimeter was collected. Do not use the Date/Time the perimeter is being submitted. This information is required. a) The "Contact Field" will auto-populate if the user name contact information is known. You will need to type in this information before submitting the perimeter if contact information is missing. b) Assign a date and time when the fire perimeter was collected.	

15.	Fill in the optional information about the fire perimeter only if you know it. Leave these fields blank if this information is not known. If the perimeter was used for the final fire report, use the checkbox to flag the perimeter with this information. If needed, use the space provided for additional comments regarding perimeter collection. This might include a narrative of the collection method or source or the person responsible for collecting or supplying the perimeter. If you know the data collection source and method, select them from the dropdown lists. See below for Source and Method descriptions.	
16.	<u>GPS and Differential GPS</u> If the perimeter was collected by GPS or Differential GPS, select the method by which the GPS was operated during perimeter collection.	

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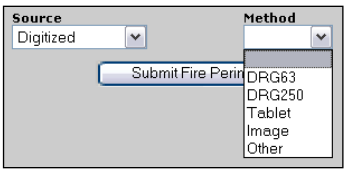
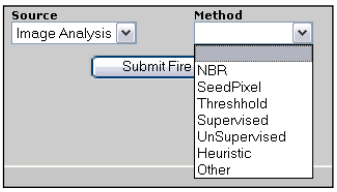
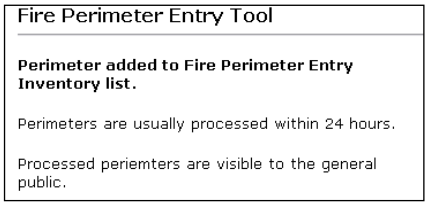
17.	<u>Digitized</u> If the perimeter was digitized, use the Method dropdown list to identify how it was digitized. For example, if it was "head-up digitized" from a Inch To The Mile DRG, select DRG63. If it was from a GEOTIFF image, select Image.	
18.	<u>Image Analysis</u> If the perimeter was collected using image analysis, select the method used that describes the type of image analysis.	
19.	Once all the information has been entered, press the "Submit Fire Perimeter" button. This will submit the perimeter to the site. **Note: There is no "Undo" option for this step, so be sure all information is correct before pressing the "Submit Fire Perimeter" button.**	
20.	An error message will appear if there was a problem with the perimeter submitted. A successful upload will display a message stating the perimeter has been added to the Fire Perimeter Entry Inventory. This will be your only confirmation that the perimeter has been uploaded to the site.	

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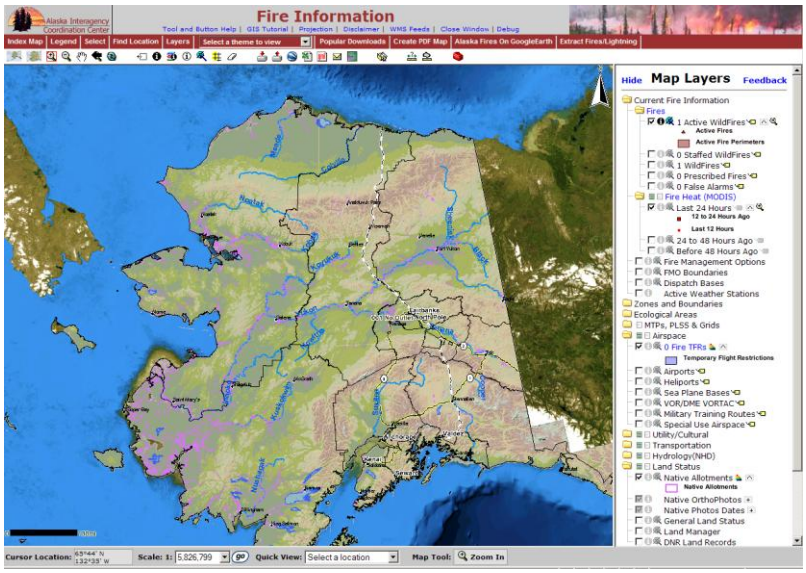
21.	The AICC/AFS GIS Group will perform a quality control check on the submitted perimeter. If no errors are detected, it will be made viewable to the public within 24-hours from submittal. Uploaded perimeters waiting to be quality checked but not available to the public will be immediately viewable through the Perimeter Upload site. Perimeters that have been processed will be viewable through the Upload Site and the AICC public web-site. AICC Fire Mapping Site